

Apprenticeship Completion Form

Instructions: Please contact Skilled Trades Ontario if you wish to submit via email.

Instructions for secure email submissions will be provided or mail to:

Skilled Trades Ontario
 PO BOX 2354 RPO SQ1 Shoppers
 Mississauga, ON L5B 3C8

For assistance, contact us at (647) 847-3000 or 1-855-299-0028 (toll-free within Ontario only), Monday – Friday, 8:30 a.m. – 5 p.m. EST.

Section 1 – Registered Training Agreement Information

You may be asked to provide proof of hours worked or competencies gained. Appendix C in the Apprenticeship Training Standard is used for tracking trade competencies.

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|------------------|--|
| Agreement Number | |
| Trade Code | |
| Trade Name | |

Section 2 – Apprentice Information

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|------------------------|--|
| Apprentice's Full Name | |
| Client ID Number | |
| Email Address | |

Section 3 – Sponsor Information

| | |
|-------------------|--|
| Sponsor ID Number | |
| Full Legal Name | |

| | |
|---------------|--|
| Contact Name | |
| Email Address | |

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Section 4 – Apprentice Acknowledgement & Consent

The apprentice named in this form has reviewed and agrees with this application for apprentice completion.

The apprentice further consents to the collection, use, and disclosure of their personal information by Skilled Trades Ontario for the purposes of registration and certification, in accordance with the [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) and [Building Opportunities in the Skilled Trades Act, 2021](#) BOSTA.

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| Apprentice’s Signature: |
| Date (mm/dd/yyyy): |

Section 5 – Sponsor Attestation & Consent

As the Sponsor of the above-named apprentice, I confirm:

1. **Program Completion:** The apprentice has completed all trade-specific workplacebased training requirements (competencies and/or hours) as outlined in the Registered Training Agreement and Apprenticeship Training Standard and that the designated trainer(s) have verified that the apprentice has successfully demonstrated all mandatory skills specified in the Apprenticeship Training Standard.
2. **Training:** All training was provided by qualified trainers in accordance with the trade classification:
 - a. Compulsory trades – a trainer must hold a valid certification of qualification under the [Building Opportunities in the Skilled Trades Act, 2021](#) (BOSTA), in the same trade as the apprentice.

- b. Non-compulsory trades – a trainer must hold a certificate of qualification under BOSTA in the same trade as the apprentice or be a journeyman as defined by O. Reg. 873/21 in the same trade as the apprentice.

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I declare that the information provided above is true and complete to the best of my knowledge.

I understand that providing false or misleading information may result in disqualification from certification in accordance with [section 16\(2\)\(b\) of BOSTA](#). Additionally, per [section 37\(3\) of BOSTA](#), knowingly submitting false information in an application or related documents is an offence punishable by a fine of up to \$10,000 upon conviction.

I further consent to the collection, use, and disclosure of my personal information by Skilled Trades Ontario for the purposes of registration and certification, in accordance with the [Freedom of Information and Protection of Privacy Act, 1990](#) (FIPPA) and BOSTA.

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|---------------------|
| Sponsor's Full Name |
| Sponsor's Signature |
| Date (mm/dd/yyyy) |